

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**REQUEST FOR PROPOSALS**

**ARCHITECTURAL/ENGINEERING SERVICES  
MERRITT MIDDLE SCHOOL MPD CONVERSION**

**January 23, 2013**

**Proposal Due Date: February 15, 2013 by 2:00 p.m. EST**

**Preproposal Conference: January 30, 2013 at 10:30 a.m. EST**

*to be held at:*

**Frank D. Reeves Center  
2<sup>nd</sup> Floor Community Room  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009**

**Site Visit: January 30, 2013 at 12:30 p.m. EST  
Merritt Middle School  
5002 Hayes Street, NE  
Washington, DC 20019**

**Contact: Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100**

**Solicitation Number: DCAM-13-AE-0107**

## Executive Summary

The District of Columbia Department of General Services (“DGS” or “Department”) is issuing this Request for Proposals (“RFP”) to engage a design firm to serve as the architect/engineer (the “Architect”) for the conversion of the Merritt Middle School (“Merritt MS”), located at 5002 Hayes Street, NE, Washington, DC, to the MPD 6<sup>th</sup> District and Youth Investigation Branch. Merritt MS was built in 1976 and consists of approximately 90,400 square feet situated on a 3.09 acre site. Existing building drawings are included as **Attachment F**. The Architect will be required to provide a full range of design services, as well as perform a facility condition assessment.

The over-all goal of this effort is to convert an aging middle school into a new, state-of-the-art facility to serve as the headquarters of the Metropolitan Police Department’s Sixth District and for the Youth Investigation Branch. For the most part, the Department envisions that the work will not require the construction of an addition (although minor work will be required to enclose a sally port) nor is it expected that major structural work will be required. The building’s MEP systems will, in all likelihood, require a complete replacement as will most of the other building systems. The Department expects the modernized facility to have operational and efficient building systems, clean and maintainable interior finishes, and bright and “healthy” public spaces. It should be flexible, functional and focused on the MPD’s needs.

### A.1 Project Delivery Method

The Department intends to implement the Project through a modified design-build approach. Initially, the Architect engaged through this procurement will work directly for the Department. In the summer of 2013, the Department intends to engage a builder who will work with the Architect to ensure that the design developed by the Architect is consistent with the Department’s budget and schedule for the Project. The Department envisions that design development documents will be completed in the fall of 2013, at which point the builder will provide a Guaranteed Maximum Price (“GMP”) based upon the approved design development documents. It is contemplated that the GMP will be finalized in the fall of 2013. Concurrent with the execution of the GMP, the Department will assign the Architect’s contract to the builder. From and after that point, the Architect will work directly for the builder as part of a design-build team.

## **A.2 Form of Contract; Scope**

The Form of Contract will be issued by an addendum to this RFP. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

## **A.3 Design Fees; Incentives**

As will be more fully described in the Form of Contract, the selected A/E will be paid a fixed price for all design phase services. Construction administration services will be charged on an hourly basis at agreed upon rates. Offerors will be required to bid a Design Fee that covers all of the Offeror's costs associated with the preparation of concept, schematic, design development and construction documents. The preliminary design approval and the GMP package will be based on design development documents. The Department anticipates, however, that the GMP documents will require a greater level of detail than is typically required in design development documents, and in particular, the Department will expect a greater level of detail with regard to the MEP systems and finishes. A schedule of values should be provided that allocates the Design Fee among the various design phases (i.e. concept, schematic, design development and construction documents). This schedule of values will be used for purposes of making progress payments. Offerors will also be required to bid a fixed fee ("Assessment Fee") to perform a Facility Condition Assessment in accordance with **Attachment E**.

Offerors will also be required to bid hourly rates for construction administration services. Offerors should submit with their proposal an Offer Letter in substantially the form of **Attachment B** on the Offeror's letterhead that includes such rates and an estimated total amount of the contract.

The Form of Contract will provide for a five percent (5%) retention of the firm-fixed price which will be held by the Department until the Project's completion. In the event the Project is not delivered on-time and on-budget, the selected Architect will forfeit the retention amount. In the event the project is delivered on-time and on-budget, the Architect will receive an amount equal to twice the retention. Thus, if the project is delivered on-time and on-budget, the Architect will receive 105% of its bid fee.

The on-time parameter will be measured by the completion date established in this RFP (i.e. substantial completion of the renovation by May 15, 2014). The on-budget parameter will be measured by the budget that will be established at end of the schematic design phase.

#### **A.4 Economic Inclusion**

The Department requires that Local, Small and Disadvantaged Business Enterprises (“LSDBEs”) participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) must be awarded to entities that are certified as Small Business Enterprises by the District of Columbia Local Business Opportunity Commission, and twenty percent (20%) to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the Architect and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the project. Please see **Part C** of this RFP for additional information.

#### **A.5 Selection Criteria**

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & References (30 points)
- Key Personnel (20 points)
- Management Plan (20 points)
- Design-Build/Fast-Track Experience (15 points)
- LSDBE Compliance/Utilization (15 points)

#### **A.6 Project Schedule**

The preliminary project schedule is as follows:

- Notice of Award & Limited NTP - February 28, 2013
- Assessment Completion - March 31, 2013
- Concept Design: - April 15, 2013
- RFP for Builder: - April 2013
- Schematic Design: - May 31, 2013
- Appoint Builder - June 1, 2013
- Design Development: - August 1, 2013
- Trade Bidding: - August 15 – September 15, 2013
- GMP Submitted: - September 30, 2013
- GMP Approved by Council: - October 15, 2013
- Substantial Completion: - May 15, 2014

## **A.7 Procurement Schedule**

The schedule for this procurement is as follows:

- Issue RFP - January 23, 2013
- Pre-proposal Conference - January 30, 2013 @ 10:30 am
- Site Visit - January 30, 2013 @ 12:30 pm
- Last Day for Questions/Clarifications - February 7, 2013
- Proposals Due - February 15, 2013 @ 2:00 pm
- Notice of Award - on or about February 28, 2013

## **A.8 Attachments**

- Attachment A** - Program Concept, Floor Plan and Parking Scenarios
- Attachment B** - Form of Offer Letter
- Attachment C** - Disclosure Statement
- Attachment D** - Tax Affidavit
- Attachment E** - Facilities Condition Assessment Scope of Work
- Attachment F** - Existing Building Drawings
- Attachment G** - Typical Metropolitan Police Department (MPD) Finish Specifications

## **SECTION B           SCOPE OF WORK**

### **B.1     Scope of Work**

In general, the selected Architect will be required to provide a full range of architectural and engineering services necessary to convert Merritt MS to the MPD 6<sup>th</sup> District and Youth Investigation Branch. These services will include both architectural services and engineering services, as well as facility condition assessment services in accordance with **Attachment E**, and will include engaging the necessary geotechnical consultants to assess the site conditions.

### **B.2     Concept Design Phase**

**B.2.1 Services.** The first phase of the project will include the preparation of a facility condition assessment in accordance with **Attachment E** a feasibility study and program development. During this phase, the Architect shall complete the following tasks:

- a. Conduct meetings with MPD and DGS representatives to confirm program and verify facility requirements on a space-by-space basis.
- b. Conduct life safety/building code analysis to verify compliance of design with IBC 2006.
- c. Conduct LEED Workshops with design team and DGS representatives to identify sustainable design strategies to be included in revised design. It is understood that a minimum of LEED Silver certification is expected.
- d. Participate in Value Engineering workshops with MPD and DGS representatives.
- e. Prepare and submit Environmental Impact Statement Finding (EISF).
- f. Survey existing facility to confirm locations and types of hazardous materials to be abated.
- g. Request and receive hydrant flow test.
- h. Perform alternative mechanical systems evaluation and recommend selection.
- i. Confer with audio-visual and acoustic consultants to establish design requirements for the Project.
- j. Confer with the Department's IT/PSPD Security representatives/consultants to verify technological requirements for the Project.
- k. Conduct structural and geotechnical investigation of loading conditions in holding cell area.
- L. Confirm Zoning Requirements.
- M. Conform with the Typical Metropolitan Police Department (MPD) Finish Specifications

**B.2.2 Deliverables.** During this phase, the Architect will be required to prepare and submit to the Department the below-listed deliverables. All such deliverables shall be subject to review and approval by the Department, and the Architect's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.

- a. Historic resources survey
- b. Flow Test Results
- c. Results of Hazardous Materials Survey
- d. Record of Accepted LEED Strategies
- e. Record of Accepted Value Engineering Strategies
- f. EISF Submission
- g. Summary of Required Agency Review, Timetables, including but not limited to: Office of Planning (OP), Commission of Fine Arts (CFA)
- h. Report describing structural and geotechnical issues associated with loading conditions in the holding cells.
- i. Architectural Concept Development
  - i. Development of final master site plan
  - ii. Building plan
  - iii. Preliminary cost estimates
  - iv. Project schedule

### **B.3 Schematic Design Phase**

**B.3.1 Services.** During this phase, the Architect shall be required to develop a schematic design that meets the program requirements set forth in **Attachment A**. The schematic design shall contain such detail as is typically required for schematic design under the standard AIA contract. In general, the Architect shall be required to undertake the following tasks during this phase:

- a. Further develop conceptual plans and incorporate design changes.
- b. Conduct additional community meetings to solicit input and keep constituents informed.
- c. Prepare necessary presentation materials (renderings and models) to communicate design and obtain approval of design direction.

**B.3.2 Deliverables.** During this phase, the Architect will be required to prepare and submit to the Department the following deliverables. All such deliverables shall be subject to review and approval by the Department and the Architect's pricing should assume that revisions may be required to these documents to address concerns raised by the Department and/or other project stakeholders.

- a. Digital floor plans and site plan
- b. Preliminary building elevations and sections
- c. Plan-to-Program Comparison
- d. Design Narrative
- e. Updated Project Budget and Schedule

### **B.4 Design Development:**

**B.4.1 Services.** During this phase, the Architect will be required to progress the schematic design into a full set of design development documents. The Department anticipates, however, that the GMP documents will require a greater level of detail than is typically required in design development documents, and in particular, the Department will expect a greater level of detail with regard to the MEP systems and finishes. The Architect shall be required to work with the Builder selected for this Project, and at a minimum shall meet with the builder twice a month to discuss the status of the design and key issues. This phase will not end until the Builder and DGS have agreed upon a GMP for the project. During this phase, the Architect shall work with the Builder to develop bid packages appropriate for bidding. Multiple bid packages are to be expected. (Please refer to the Form of Contract, which will be issued by addendum, for more details on this process.) The specific services required during this phase are:

- a. Select and draft outline specifications for materials, systems, equipment.
- b. Develop detailed and dimensioned plans, wall sections, building section, and schedules.
- c. Complete code compliance analysis and drawing.
- d. Confirm space-by-space equipment layouts with representatives from MPD and DGS.
- e. Conduct follow up meetings with agencies as required.
- f. Coordinate furniture, fixtures, and equipment requirements (“FFE”).
- g. Present the design to CFA, Office of Planning, and other regulatory agencies as required (including but not limited to SHPO, zoning, DDOT, etc).

**B.4.2 Deliverables.** The following deliverables are required during this phase.

- a. 35% (minimum progress) documents for all technical disciplines, drawings and specs
- b. 50% design development progress printing.
- c. A reconciliation report that addresses issues raised by the Builder as a result of the 50% progress printing.
- d. CFA submission materials; meetings and presentations to CFA as required .
- e. Updated Project Budget and Schedule.
- f. Prepare bid packages as required to obtain bids from subcontractors for the GMP.
- g. Respond to questions from bidders during the GMP process and provide such RFI answers and sketches as may reasonably be requested by the Builder during the GMP bidding process.
- h. In the event the trade bids are above budget, revise the design documents and or participate in value engineering to return the project to budget.

## **B.5 Construction Documents:**

**B.5.1 Services.** The Architect shall be required to develop a complete, coordinated set of construction drawings. During this phase, the Architect shall provide the following services:

- a. Prepare detailed and coordinated drawings and specifications for construction purposes.

- b. Work collaboratively with key trade subcontractors to develop a set of construction documents that are consistent with the design intent reflected in the GMP documents and which comport with budget. Value engineer and revise as may be required.
- c. Prepare application and submit documents for building permit.
- d. Obtain required building permits and clearances.
- e. Prepare and submit early-release concrete and steel packages, if needed.

**B.5.2 Deliverables.** The Architect shall provide the following deliverables during this phase:

- a. Drawings and specifications

## **B.6 Construction Administration**

**B.6.1 Construction Administration.** The Architect shall provide support to the Builder and the Department as may be necessary to support the construction phase of the Project. These services will include, but are not necessarily limited to:

- a. Attend biweekly progress meetings. Architectural site visits are included in base fee.
- b. Review and process shop drawing submissions, RFI's, etc.
- c. Prepare meeting notes and records of decisions/changes made.
- d. Conduct punchlist inspections.
- e. Review closeout documents for completeness.

In addition, the A/E shall provide the following deliverables during this phase:

- a. Meeting minutes
- b. ASI's or other clarification documents
- c. Punchlists
- d. Closeout document review comments
- e. As-Builts (if authorized)

## **B.7 Key Personnel**

In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Design Principal; (ii) the Project Architect; (iii) the Project Designer; and (iv) the key MEP engineers. The Architect will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement. Liquidated damages will attach if key personnel are re-assigned for any reason other than death, disability or if the individual separates from the Architect and/or its subconsultant's employment.

## **B.8 Licensing, Accreditation and Registration**

The Architect and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

**B.9 Conformance with Laws**

It shall be the responsibility of the Architect to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

**B.10 Time is of the Essence**

Time is of the essence with respect to the contract. The Project must be substantially complete by May 15, 2014.

## SECTION C ECONOMIC INCLUSION

### C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

**General:** Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

**Information:** For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development  
One Judiciary Square Building  
441 4th Street, NW, 9th Floor  
Washington, DC 20001  
(202) 727-3900 (Telephone Number)  
(202) 724-3786 (Facsimile Number)

## **C.2 SLDBE Participation**

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the development. At least 35% must be awarded to entities that are certified as Small Business Enterprises by the District of Columbia Local Business Opportunity Commission and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

## **C.3 Residency Hiring Requirements for Contractors and Subcontractors**

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10<sup>th</sup> of each month.

## **SECTION D EVALUATION AND AWARD CRITERIA**

### **D.1 Evaluation Process**

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

### **D.2 Evaluation Committee**

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

### **D.3 Oral Presentation**

The Department intends to interview Offerors that are in the competitive range; however, the Department reserves the right to award without conducting such interviews if the Department, in its sole discretion, determines such to be appropriate. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

#### **D.3.1 Length of Oral Presentation**

Each Offeror will be given up to 30 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 30 minutes.

#### **D.3.2 Schedule**

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

#### **D.3.3 Offeror Attendees**

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 5 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of

the key areas of responsibility that are deemed essential to the successful completion of the project.

#### **D.3.4 Topics**

The Offeror may present information about its capabilities and special qualifications to serve as the Architect for this Project, including the qualifications of key personnel.

#### **D.4 Proposal Evaluation**

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the Offeror with the highest evaluated score.

##### **D.4.1 Experience & References (30 points)**

The Department desires to engage an Architect with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their demonstrated experience in (i) design excellence and design of public facilities in a manner that reflects civic importance and creates a sense of place and community; (ii) knowledge of police and public safety facilities; (iii) adaptive reuse of buildings; (iv) cost estimating and value engineering/management; and (v) knowledge of the local regulatory agencies and Code Officials. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to thirty (30) points.

##### **D.4.2 Key Personnel (20 points)**

The Department desires that senior personnel who have experience in designing and completing high quality, construction projects on-time and on-budget be assigned to this project. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. This element of the evaluation will be worth up to twenty (20) points.

##### **D.4.3 Design Approach and Management Plan (20 Points)**

Offerors are required to submit: (i) a discussion of their intended Design Approach; and (ii) a design Management Plan. This elements of the proposal can be submitted either as separate portions within the proposal or as a single integrated section. The Design Approach should address the basic design theory or ideas that the Offeror proposes to employ in approaching the Merritt MS building and will be evaluated on the creativity demonstrated. The Management Plan should clearly explain how the Architect intends to manage and implement the Project. Among other things, the Management Plan should explain (i) how the Architect will manage the engineering subconsultants so as to ensure that the drawings are properly coordinated; (ii) how

the Architect will manage the value engineering/management process; (iii) how the Architect proposes to staff and handle construction administration and interact with the builder; (iv) how the Architect will manage the design process to ensure that bid packages are issued in a timely manner and incorporate agreed upon value engineering changes; and (v) describe the key challenges inherent in this Project and explain how they will be overcome or mitigated. The Department will also consider the experience that the Architect and its team members have working together on similar projects. This element of the evaluation is worth up to twenty (20) points.

#### **D.4.4 LSDBE Compliance/Utilization (15 points)**

The Department desires the selected Architect to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This factor of the evaluation will be worth up to fifteen (15) points.

#### **D.4.5 Design-Build/Fast Track Experience (15 points)**

The Department desires that the selected Architect have demonstrated experience with design-build and fast track projects so as to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their (i) demonstrated experience in providing a full range of design services as part of a design-build team; (ii) demonstrated experience in, and their plan to deliver, coordinated and constructible documents in a phased, fast track environment; and (iii) demonstrated experience in managing, and their plan to manage, scope expansion in projects priced on design development documents, or drawings of a similar level of completeness. This factor of the evaluation will be worth up to fifteen (15) points.

## **SECTION E PROPOSAL ORGANIZATION AND SUBMISSION**

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

### **E.1 Submission Identification**

Submissions shall be proffered in an original and six (6) hard copies as well as two (2) electronic copies on CD-ROM or USB flash drive. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Architectural/Engineering Services for the Merritt Middle School MPD Conversion."

### **E.2 Delivery or Mailing of Submissions**

Submissions should be delivered or mailed to:

DC Department of General Services  
Att'n: JW Lanum  
Frank D. Reeves Center  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

### **E.3 Date and Time for Receiving Submissions**

Submissions shall be received no later than 2:00 pm EST, on February 15, 2013. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

### **E.4 Submission Size, Organization and Offeror Qualifications**

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

#### **E.4.1 Bid Form**

Each Offeror shall submit a bid form substantially in the form of **Attachment B**, to bid a Design Fee and hourly rates, in accordance with the attached pricing schedule. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive. The Department intends to award this contract to the most qualified firm and the cost information will be used to negotiate a fee for this project.

#### **E.4.2 Disclosure Form**

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

#### **E.4.3 Executive Summary**

Each Offeror should provide a summary of no more than three pages of the information contained in the following sections.

#### **E.4.4 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the principal Architectural firm and each of its subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
  - i. Age
  - ii. Firm history(ies)
  - iii. Firm size(s)
  - iv. Areas of specialty/concentration
  - v. Current firm workload(s) projected over the next two years
  - vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:
  - i. Identification of the single point of contact for the Architect.
  - ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
  - iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.

#### **E.4.5 Relevant Experience and Capabilities**

- A. List all projects that the team members have worked on in the last 5 years that are similar to this project. For purposes of this paragraph, similar shall mean projects where the Offeror has served as the lead design consultant for police stations or other similar public safety facilities where the estimated construction costs exceeded \$5,000,000. This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on-budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided.
- B. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project, including at least three (3) projects where the Offeror served as the architect on a design-build team. On each project description, please provide all of the following information in consistent order:
- i. Project name and location
  - ii. Name, address, contact person and telephone number for owner reference
  - iii. Name, address, contact person and telephone number for builder reference for those projects where the Offeror served on a design-build team
  - iv. Brief project description including project cost, square footage, firm's scope of work, and key firm strengths exhibited
  - v. Identification of personnel involved in the selected project who are proposed to work on this project
  - vi. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected the schedule should be explained)
  - vii. Renderings or photographs that show the interior and exterior of the project.

#### **E.4.6 Management Plan**

Each Offeror should submit a Management Plan that addresses the issues set forth in **Section D.4.3** of this RFP.

#### **E.4.7 Cost Information**

The Offeror should submit the Bid Form in substantially the form of **Attachment B**.

#### **E.4.8 Local Business Utilization Plan**

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

#### **E.4.9 Tax Affidavit**

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

## **SECTION F            BIDDING PROCEDURES & PROTESTS**

### **F.1     Contact Person**

For information regarding this RFP please contact:

Thomas D. Bridenbaugh  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
Phone: (202) 434-9100  
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

### **F.2     Preproposal Conference**

A pre-proposal conference will be held on January 30, 2013 at 10:30 a.m. The conference will be held at the **Frank D. Reeves Center, 2<sup>nd</sup> Floor Community Room, 2000 14<sup>th</sup> Street, NW, Washington, DC 20009**. Interested Offerors are strongly encouraged to attend.

### **F.3     Explanations to Prospective Offerors**

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on February 7, 2013. The person making the request shall be responsible for prompt delivery.

### **F.4     Protests**

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be

filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

#### **F.5 Contract Award**

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

#### **F.6 Retention of Submissions**

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

#### **F.7 Examination of Submissions**

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

#### **F.8 Late Submissions: Modifications**

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

#### **F.9 No Compensation for Preparation of Submissions**

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

#### **F.10 Rejection of Submissions**

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

#### **F.11 Limitation of Authority**

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

## **SECTION G           INSURANCE REQUIREMENTS**

### **G.1    Required Insurance**

The Architect will be required to maintain the following types of insurance throughout the life of the contract.

**G.1.1** Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.

**G.1.2** Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Architect, or its contractors and subcontractors at or in connection with the Work.

**G.1.3** Errors and Omissions coverage written on a claims made basis and having an aggregate policy limit of at least Five Million Dollars (\$5,000,000).

**Attachment A**

Program Concept, Floor Plans and Parking Scenarios

6th District Conceptual Program

Program Element	Staff Count	Type of Workspace	Number of Spaces	Unit SF	Subtotal SF	Comments	Incl Core Factor
<b>Administrative Unit</b>	<b>19</b>						<b>2,216</b>
Commander	1	Office	1	200	200		2,659
Commander's Secretary (Sergeant?)	1	Office	1	120	120	(is this person one of the two Sergeants?)	
Conference Room		Room	1	250	250		
Captains	4	Shared Office	4	150	600		
Administrative Sergeant	1	Workstation	1	56	56	Adjacent Commander	
Administrative Officers	10	Workstation	10	56	560		
Crime Analyst	1	Office	1	120	120	Not identified on MPD list	
File Storage		Room	1	100	100		
Time & Attendance Personnel	1	Office	1	120	120	Not identified on MPD list	
File Storage		Room	1	80	80		
Supply Closet		Closet	1	10	10		
<b>Main Station</b>	<b>24</b>						<b>3,235</b>
Entry / Reception / Waiting Area		Open Area	1	200	200		3,882
Station Desk / Desk Sergeants	2	Open Area	1	500	500		
Substation Staff*****	3					Do the substation staff remain?	
Watch Commander's Office		Office	1	120	120	Includes Watch Commander's safe	
Station Sergeant's (Watch Cmdr) Office	1	Office	1	120	120	Verify workstations acceptable	
Duty Officers (6 per tour)	18						
Conference Room		Room	1	200	200	Verify required	
Staff Toilet Rooms		Room	2	50	100		
Staff Break Room / Pantry		Room	1	450	450		
Community Event Room		Room	1	1200	1,200		
Public Toilet Rooms		Room	2	160	320		
Supply Closet		Room	1	10	10		
Janitorial Closet & Mop Sink		Room	1	15	15		
<b>Crime Suppression Team</b>							
<b>Vice</b>	<b>18</b>						<b>1,072</b>
Vice Lieutenant	1	Office	1	120	120		1,286
Vice Sergeant	2	Shared Office	2	56	112		
Vice Officers	15	Workstation	15	56	840		
<b>Auto Theft</b>	<b>14</b>						<b>784</b>
Auto Theft Lieutenant	-	Office	0	120	0	Verify no Auto theft Lt	941
Auto Theft Sergeant	1	Workstation	1	56	56		
Auto Theft Officers	13	Workstation	13	56	728		
<b>Warrant</b>	<b>5</b>						<b>336</b>
Warrant Lieutenant	-	Office	0	120	0	Verify No Warrant Lt	403
Warrant Sergeant	1	Workstation	1	56	56		
Warrant Officers	5	Workstation	5	56	280		
<b>PSA</b>	<b>305</b>						<b>2,630</b>
PSA Captain	1	Office	1	150	150	Verify not included in Admin above	3,156
PSA Lieutenants	9	Shared Office	9	120	1,080	Grouped by PSA	
PSA Sergeants	25	Workstation	25	56	1,400	Grouped by PSA	
PSA Officers	270	None	0	0	0	No workstations required	
<b>Vehicle Maintenance</b>	<b>1</b>						<b>720</b>
Vehicle Maintenance Officer (VMO)	1	Office	1	120	120	Not identified on MPD list	864
VMO Storage		Room	1	150	150		
Bike / Segway room		Room	1	450	450		2,029
<b>6D Detective Unit</b>	<b>25</b>						<b>1,764</b>
Detective Unit Lieutenant	1	Office	1	120	120	Not identified on MPD list	
Detective Unit Sergeant	2	Workstation	2	56	112	Not identified on MPD list	
Detectives	21	Workstation	21	56	1,176	Not identified on MPD list	
Detective Unit Civilian	1	Workstation	1	56	56	Not identified on MPD list	
Detective Interview Rooms		Room	2	100	200		
Detective Audio/Visual		Room	1	100	100		
<b>Booking/Interview/Viewing Area</b>	<b>3</b>						<b>1,400</b>
Sally Port		Exterior Area	1	500	500	Do not include in GSF	1,680
Receiving/Search Area		Room	1	150	150		
Fingerprinting Area		Room	1	100	100		
Guard Station		Area	1	150	150		

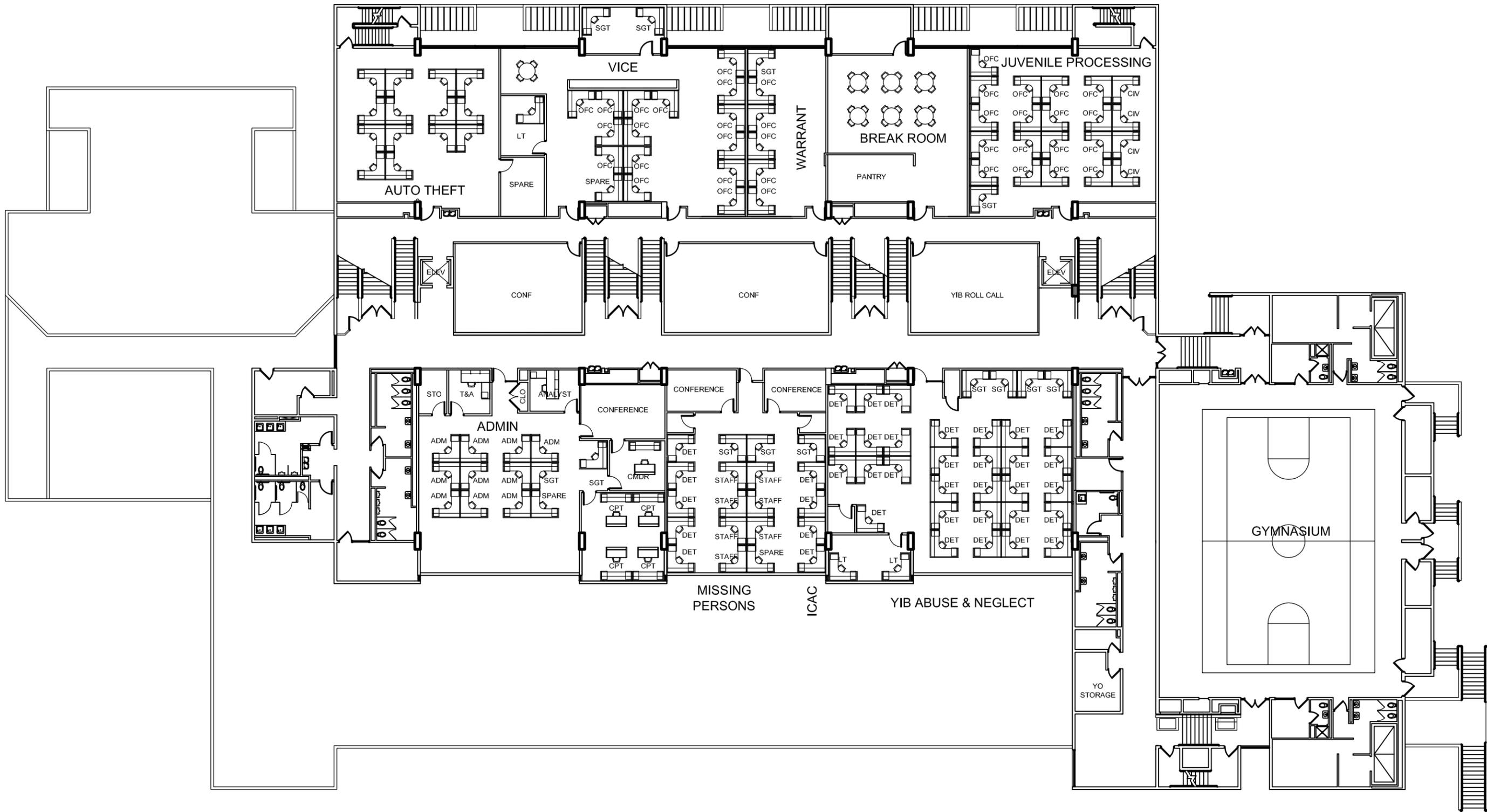
### Youth Investigations Conceptual Program

Program Element	Office or Workstation	Number Per Program	Unit SF	Subtotal SF	Area	Incl Core Factor
Commander's Office	Office	1	200	200	582	698
Commander's Secretary	Office	1	120	120		
Captain	Office	1	150	150		
Investigative Review Officer	Workstation	2	56	112		
Missing Persons Unit					840	1,008
Missing Person Lieutenant	Workstation	1	56	56		
Missing Person Staff	Workstation	7	56	392		
Missing Person Detective	Workstation	5	56	280		
Missing Persons Sergeant	Workstation	2	56	112		
Abuse & Neglect Investigations Unit					2,016	2,419
Abuse Lieutenant	Workstation	2	56	112		
Abuse Detectives	Workstation	30	56	1,680		
Abuse Sergeants	Workstation	4	56	224		
Youth Outreach (Intervention & Prevention) Unit					504	605
Youth Outreach Lieutenant		0	56	0		
Youth Outreach Sergeant	Workstation	1	56	56		
Youth Outreach Officers	Workstation	8	56	448		
Internet Crimes Against Children Unit (ICAC)					280	336
ICAC Sergeant	Workstation	1	56	56		
ICAC Detectives	Workstation	4	56	224		
Juvenile Processing Unit					1,232	1,478
Juvenile Processing Sergeant	Workstation	3	56	168		
Juvenile Processing Officers	Workstation	15	56	840		
Juvenile Processing Civilians	Workstation	4	56	224		
Administrative Unit					608	730
Administrative Lieutenant	Office	1	120	120		
Administrative Sergeant	Office	1	120	120		
Administrative Personnel	Workstation	3	56	168		
Station Officers	Reception Area	2	Incl below			
Vehicle Maintenance Officer (VMO)	Office	1	100	100		
Time & Attendance Personnel	Office	1	100	100		
Booking/Interview/Viewing Area					1,366	1,639
Sally Port		1	200	200		
Receiving/Search Area		1	100	100		
Fingerprinting Area		1	80	80		
Holding Cells (sep male/female)		6	48	288		
Interview Rooms		3	70	210		
Prisoner Toilet, Men		1	100	100		
Prisoner Toilet, Women		1	100	100		
Report Writing Stations		6	48	288		
Other Required Functions					4,440	5,328
Case File Storage Room		1	600	600		
Conference Room		1	440	440		
Men's Changing Room		1	800	800		
Women's Changing Room		1	600	600		
Community Event Room		1	1000	1,000		
Reception/Waiting Area		1	500	500		
Break Room		1	400	400		
Public Toilet Rooms		2	50	100		
<b>Total Net Space</b>				<b>11,868</b>		
Circulation	20%			2,374		
<b>Total Rentable Space</b>				<b>14,242</b>		
RSF Per Person				141		

Program Element	Staff Count	Type of Workspace	Number of Spaces	Unit SF	Subtotal SF	Comments	Incl Core Factor
Holding Cells (sep male/female)		Area	2	300	600	Area WAG	
Interview Rooms		Room	4	100	400		
Other Required Functions	4					6,774	8,129
Roll Call Room		Room	1	1800	1800	250 persons - verify	
Report Writing Stations		Room	1	200	200	Adjacent roll call	
Armory / Weapons Storage		Room	1	200	200	Verify required size	
Fitness Center		Room	1	900	900	Verify size	
Men's Locker Room		Room	1	2450	2450	Assumes 50% use at once	
Women's Locker Room		Room	1	600	600	Assumes 50% use at once	
Lactation Room		Room	1	80	80		
Union Representative Office		Office	1	120	120		
Community Outreach	4	Shared Office	4	56	224	Not Identified on MPD list	
Community Outreach Storage		Room	1	200	200		
Civil Defense Equipment Storage		Exterior Area	1	160	160	20' sea container	
Total Net Space					20,931		
Circulation Factor		20%			4,186		
Total Rentable Space					25,477		
RSF Per Person		416 Total Staff			61 SF		
		??? Total Staff -Point in Time					
		384 Staff per Ms. Freeman					
Parking							
MPD Vehicles		???					
Staff Vehicles		118 Includes staff and MPD vehicles					
Visitor Vehicles		20					
Total Parking		138					

305,800





**RELOCATION OF MPD 6TH DISTRICT  
& YOUTH INVESTIGATIONS BRANCH**

MERRITT SCHOOL  
5002 HAYES STREET NE

**Century Associates**

608 6th Street, NE  
Washington, DC 20002  
202.905.2724  
202.543.4845  
info@century-associates.com

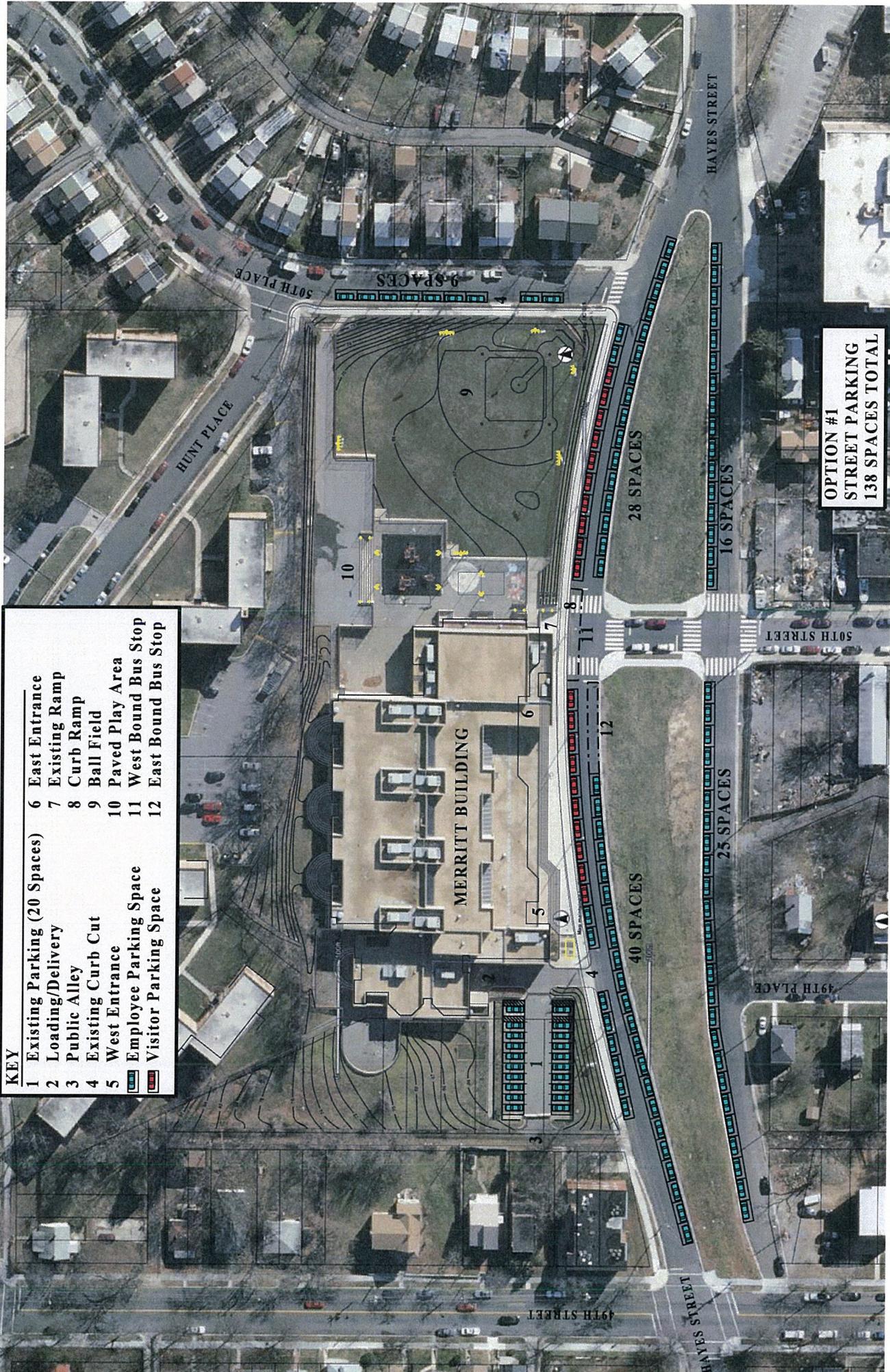
UPPER LEVEL

SEAL

SCALE  
3/64" = 1'-0"

ISSUE  
6.30.2012

A2

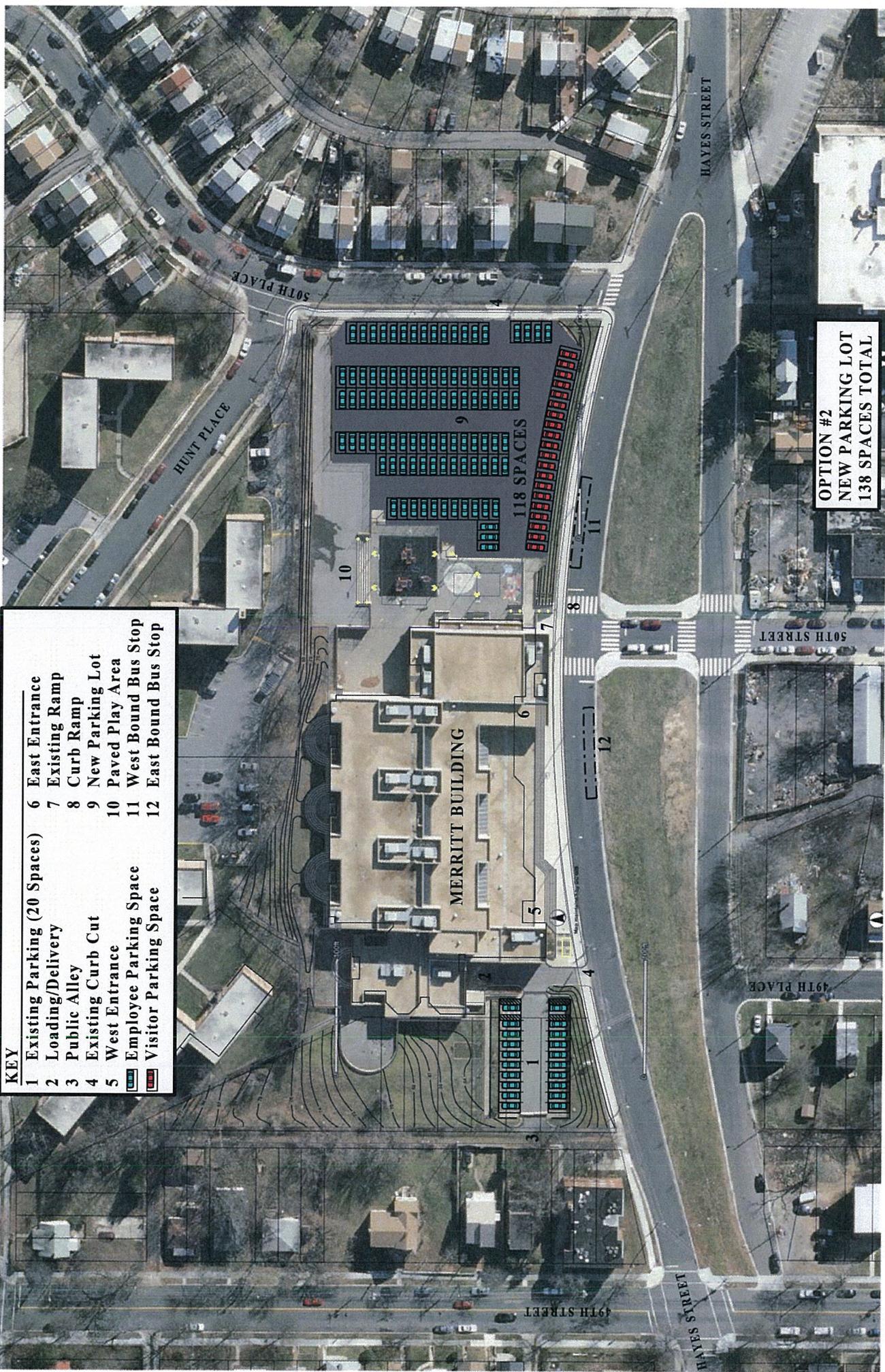


**KEY**

1 Existing Parking (20 Spaces)	6 East Entrance
2 Loading/Delivery	7 Existing Ramp
3 Public Alley	8 Curb Ramp
4 Existing Curb Cut	9 Ball Field
5 West Entrance	10 Paved Play Area
Employee Parking Space	11 West Bound Bus Stop
Visitor Parking Space	12 East Bound Bus Stop

**OPTION #1**  
**STREET PARKING**  
**138 SPACES TOTAL**

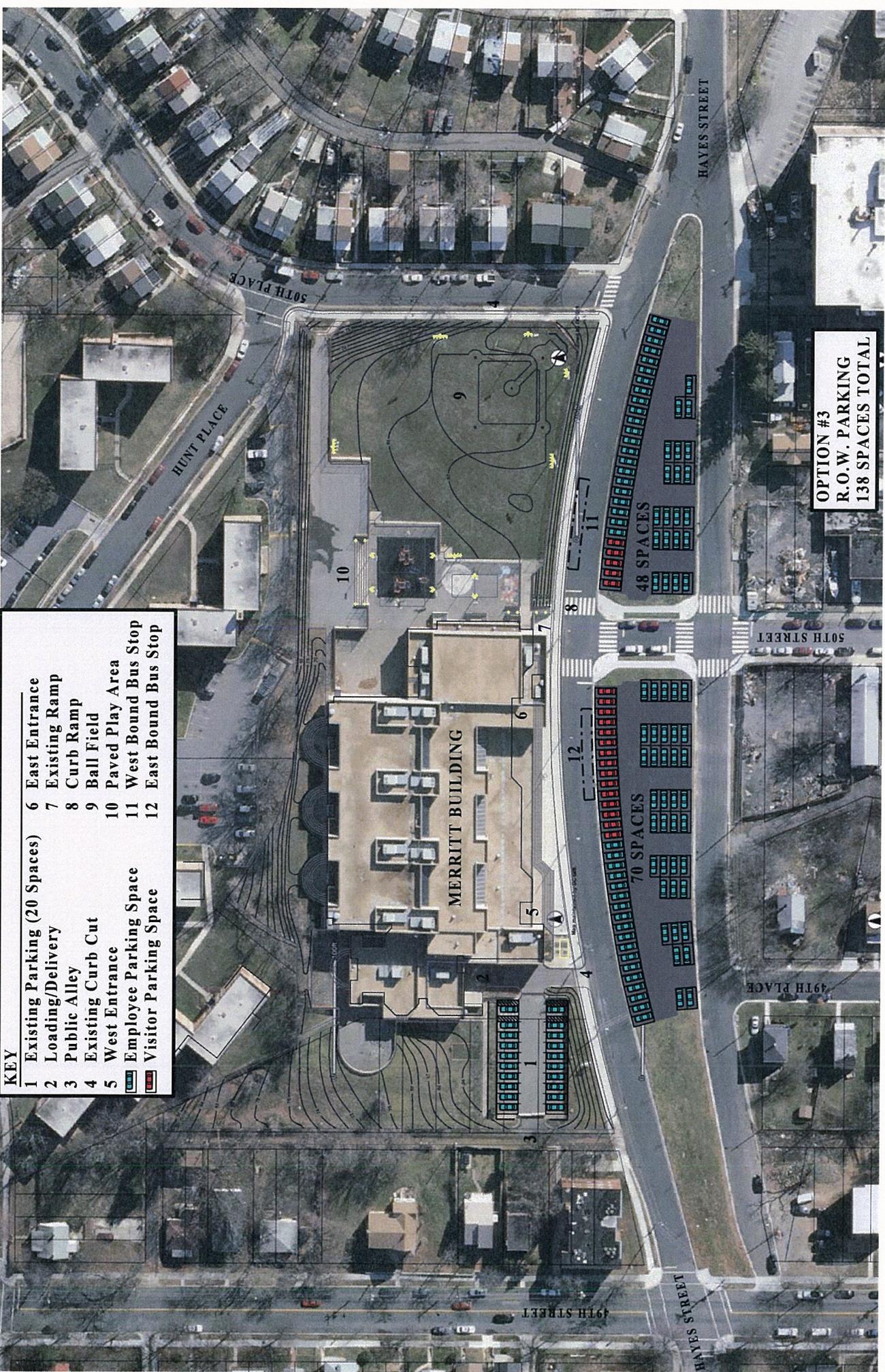
**MERRITT MIDDLE SCHOOL RENOVATION/ADAPTATION**  
 DISTRICT OF COLUMBIA OFFICE OF PROPERTY MANAGEMENT  
 5002 HAYES STREET NE WASHINGTON, DC



- KEY**
- 1 Existing Parking (20 Spaces)
  - 2 Loading/Delivery
  - 3 Public Alley
  - 4 Existing Curb Cut
  - 5 West Entrance
  - 6 East Entrance
  - 7 Existing Ramp
  - 8 Curb Ramp
  - 9 New Parking Lot
  - 10 Paved Play Area
  - 11 West Bound Bus Stop
  - 12 East Bound Bus Stop

**OPTION #2  
NEW PARKING LOT  
138 SPACES TOTAL**

**MERRITT MIDDLE SCHOOL RENOVATION/ADAPTATION**  
 DISTRICT OF COLUMBIA OFFICE OF PROPERTY MANAGEMENT  
 5002 HAYES STREET NE WASHINGTON, DC



- KEY**
- 1 Existing Parking (20 Spaces)
  - 2 Loading/Delivery
  - 3 Public Alley
  - 4 Existing Curb Cut
  - 5 West Entrance
  - 6 East Entrance
  - 7 Existing Ramp
  - 8 Curb Ramp
  - 9 Ball Field
  - 10 Paved Play Area
  - 11 West Bound Bus Stop
  - 12 East Bound Bus Stop

**OPTION #3**  
**R.O.W. PARKING**  
**138 SPACES TOTAL**

**MERRITT MIDDLE SCHOOL RENOVATION/ADAPTATION**  
 DISTRICT OF COLUMBIA OFFICE OF PROPERTY MANAGEMENT  
 5002 HAYES STREET NE WASHINGTON, DC

**Attachment B**

Form of Offer Letter

Attachment B

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW  
Washington, DC 20009

Att'n: Mr. Brian Hanlon  
Director

Reference: Request for Proposals  
Architectural/Engineering Services for Merritt Middle School MPD Conversion

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide Architectural/Engineering Services for the Merritt Middle School MPD Conversion. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal, the Design Fee (as defined in paragraph A) and the Hourly Rates (as defined in paragraph B) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal, the Design Fee and the Hourly Rates are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

A. Design Fees: see attached spreadsheet

The Offeror acknowledges and understands that the Design Fee covers all of the Offeror's costs associated with the preparation of a (i) Concept design; (ii) Schematic Design; (iii) Design Development Documents; and (iv) Construction Documents.

B. Hourly Rates: see attached spreadsheet

The Offeror acknowledges and understands that the attached hourly rates are for construction administration services.

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least sixty (60) days after the date of the bid.

2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.

4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Form of Offer Letter  
Attachment 1

<b>Schedule of Values Allocating Design Fee</b>	<b>Total Design Fee</b>	<b>Allocation of Design Fee Among Design Phases</b>
<b>Total Design Fee</b>		
Concept Design		
Schematic Design		
Design Development		
Construction Documents		
<b>PLEASE COMPLETE THE SHADED CELLS</b>		

Form of Offer Letter  
Attachment 2

Hourly Rates for Construction Administration Services	Estimated Number of Hours	Hourly Rate	Total Cost
Principal in Charge	15		0
Design Principal	15		0
Project Architect	210		0
Staff Architect	210		0
Senior Mechanical Engineer	75		0
Mechanical Engineer	125		0
Senior Electrical Engineer	30		0
Electrical Engineer	90		0
Senior Structural Engineer	35		0
Structural Engineer	70		0
Other - please specify	0		0
	0		0
	0		0
	0		0
	0		0
<b>Total Estimated Cost of CA Services</b>			0
<b>PLEASE COMPLETE THE SHADED CELLS</b>			

**Attachment C**

Disclosure Statement

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Brian J. Hanlon	Director
Scott Burrell	Chief Operating Officer
JW Lanum	Associate Director, Contracts and Procurement Division
Camille Sabbakhan	General Counsel
Charles J. Brown, Jr.	Deputy General Counsel

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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C. Brailsford & Dunlavey  
McKissack & McKissack

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: \_\_\_\_\_

Name: \_\_\_\_\_

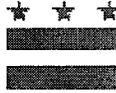
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment D**

Tax Affidavit

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**  
**Office of Tax and Revenue**



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date**

**Authorized Agent**  
**Name of Organization/Entity**  
**Business Address (include zip code)**  
**Business Phone Number**

**Authorized Agent**  
**Principal Officer Name and Title**  
**Square and Lot Information**  
**Federal Identification Number**  
**Contract Number**  
**Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

**Signature of Authorizing Agent**

**Title**

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

**Attachment E**

Facility Condition Assessment Scope of Work

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES  
CAPITAL CONSTRUCTION SERVICES



**SCOPE OF WORK FOR  
FACILITY CONDITION ASSESSMENT (FCA) REPORT**

**Date:** 12/17/2012

**Project Number:** TBD  
Merritt Middle School  
**Project Name:** Renovation/Adaptation for MPD  
**Project Address:** 5002 Hayes Street NE  
**Project Manager:** Pedro Astudillo

**General**

The A/E will compile a Facility Condition Assessment (FAC) report of the Merritt Middle School located @ 5002 Hayes Street NE, Washington DC, 20019. The purpose of this report is to provide the Department of General Services (DGS) project management personnel with sufficiently documented data to best define programmatic and design criteria for the renovation of the facility to best serve the needs of Metropolitan Police Departments (MPD) units that plan to utilize the facility upon project completion. The evaluation will provide an independent and documented overview of infrastructure conditions in a simple and concise manner. The attached conceptual programming document (RFP Attachment A) should help define the future use of the facility.

**Scope for Services**

A. Pre-Investigation Meeting

Within five (5) working days after receipt of the Notice-to-Proceed (NTP), request an on-site meeting to review the Scope of Work (SOW) with the DGS project manager. The pre-investigation meeting shall be attended by key members of the consultant's personnel performing the evaluation, project manager and other stakeholders.

## B. Investigation

### B1. Condition Assessment

1. Research everything necessary to understand the nature of the project, such as building systems, grounds, utilities, support systems, other building components, building requirements, etc. Review all available documentation (drawings, reports, etc.) both at the site and at the DGS offices. The District will make available to the contractor all documentation it is able to provide in electronic format or hard copy. These may include drawings, assessment reports, and other data. Offerors should presume that no documentation is available. Where documents are available, contractors shall verify their accuracy before relying on the data. Otherwise data must be collected from direct measurements and observations of buildings, and must be based on contractor's own efforts. All material provided is for information only. Verify all field conditions. The contractor is responsible for the accuracy of all statements made in submissions.
2. Contractor shall be required to conduct laser measurement of the existing facility. The measurements of the existing facility/structure should be converted to Auto CADD to ensure accurate dimensions and to further validate existing architectural floor plans. Contractor shall be required to identify facility status data (age, historical status, construction type, square footage, materials, user/tenants, and functional areas such as offices, mechanical/electrical rooms, etc.); architectural floor plans; and site plan/general development map data (surface man-made site features, and real estate boundary maps). The deliverable shall include basic floor plan diagrams showing layout and use. These tasks shall involve coordinating with DGS and other agency representatives to obtain existing electronic or hardcopy architectural and site development drawings, existing facilities condition assessment reports and other related facilities inventory data. Where such information is not available offeror has to create by own efforts.
3. Organize and arrange for a contractor team of various disciplines to visit, and inspect the facilities and evaluate the building systems and equipment. Contractor team shall consist of architects and engineers with at least 7 years experience. At least one member of the contractor team shall be a licensed professional or chartered building surveyor. Contractor shall submit resumes of all team members with the fee proposal.
4. Provide description of existing building systems to include with manufacturer's name, model numbers, capacities, etc. for each major pieces of equipment and the estimated age. At a minimum, the following building systems should be included: building envelope, roof, fire protection, Mechanical/Electrical/Plumbing (both inside of facility and service sizes from associated utility companies), Voice/Data, and concrete/asphalt of site parking/access areas.
5. Identify the current condition of facilities and their components as listed above. Current condition shall include a description of the component, identifying the deficiency, and its precise location in the building or property.

6. Inspections made by the Contractor, shall include, but not be limited to, an evaluation of the following:

### **Substructure:**

- a. Included Elements: Foundations, slabs on grade, basement excavation and walls, and any penetrations within the structure that serve as pathways for utility connections.
- b. Detail: Contractor shall visually evaluate the accessible below grade components for signs of distress (cracking, displacement, insect infiltration, etc.) and document findings with photos.
- c. Subsurface investigation required to determine/confirm that condition of the existing concrete and the bearing capacity for the proposed cell block, sally port, and lateral filing system areas.

### **Core and Shell**

- a. Included Elements: Superstructure (floors, bearing walls, columns, beams, roofs, and related structures): exterior closure (exterior walls, windows and doors); and roofing (roof drains, flashing, pitch pockets)
- b. Detail: Contractor shall visually evaluate the accessible shell components and ancillary elements for signs of distress and document findings with photo logs. This will include cracking, displacement, and connection adequacy, continuity of flashing and seals, and evidence of other types of distress. Contractor shall check for flashing and connections for proper drainage on walls and check for condition and proper placement of expansion joints. For roofing, contractor shall access the roof to visually observe the condition of the roof system and any accessories and details. Contractor shall observe flashing and penetration details for condition and conformance with accepted practice. Document existing roofing warranties, replacement costs and remaining useful life.

### **Interiors**

- a. Included Elements: Interior construction (interior partitions, doors, and specialties such as toilet accessories, lockers, storage shelving, etc.); stairways and finishes; and interior finishes (paint and other wall finishes, flooring, and interior ceiling finishes and systems).
- b. Detail: Contractor shall visually evaluate the condition of interior finishes, and document findings with photo logs.

### **Building Equipment and Systems**

Each completed report shall include equipment lists in a tabulated form indicating make, model, manufacturer's name, capacity/ rating and year installed.

- a. Included Elements: Conveyor systems (elevators, and other vertical transportation and conveying systems), plumbing systems (fixtures, domestic water distribution, sanitary waste, rain water drainage and special plumbing systems such as gasoline dispensing, compressed air, etc.); HVAC Systems; heat generation, rejection, distribution and transfer systems; HVAC controls and instrumentation; and other HVAC support elements; Fire

Detection and Suppression Systems (alarm systems, monitoring systems, sprinkler systems, standpipe and hose systems, pumps, fire protection specialties, and special fire suppression systems); Electrical Systems (service and distribution, feeder type (aluminum or copper), lighting and branch wiring, communications and security systems, emergency generators, UPS systems, and electrical controls and instrumentation). Include service points, meters and capacities for all utilities including Voice/Data.

- b. Detail: Contractor shall visually evaluate the conditions of service, and document findings. For conveying systems, contractor shall review the maintenance records and available reports on equipment and evaluate the performance and anticipated service life of the systems. Also contractor shall evaluate equipment for code compliance. For plumbing, HVAC and electrical systems, contractor shall observe the age, condition, and adequacy of capacity and status of maintenance of these systems and document their condition, and deficiencies and code violations. Contractor shall also include comments on renovations to the systems that would prove beneficial to their overall efficiency or performance, and estimate expected remaining useful service life of each major piece of equipment, with and without repairs. For fire and life-safety systems, contractor shall list all major components and identify those areas of these systems that require upgrades. Findings shall be supported with photo logs.

### **Equipment and Furnishings**

- a. Included Elements: Fixed components of the structure, and non- movable furnishings, office or support equipment. Representative examples include security vaults, commercial laundry equipment, fixed audio-visual equipment, parking control equipment, kitchen and food service equipment, fixed casework and seating etc. The distinction for most equipment is whether it is attached, hard wired or plumbed directly to the building itself.
- b. Detail: Contractor shall visually evaluate and note condition of fixed equipment and furnishings, and document findings with photo logs. List of equipment indicating make, manufacturer, rating/capacity, year of manufacture, and location installed shall also be provided in a tabular form.

### **Other Building Construction**

- a. Included Elements: Special structures and systems (representative examples include special security systems, incinerators, kennels, storage tanks, building automation systems, special purpose rooms, etc.)
- b. Detail: Contractor shall visually evaluate and note the condition of these other building systems and document findings with photo logs.

### **Building Site Improvements**

- a. Included Elements: Grading and drainage; slope stabilization, protection and erosion control; roadways and parking lots (pavement, curb, gutter and appurtenances); pedestrian paving (sidewalks, exterior steps, etc.); site development (fences and gates, playground facilities, exterior furniture, bridges, flag poles, exterior signage, lighting, etc.); landscaping (plantings, irrigation systems, etc.) and athletic fields.

- b. Detail: Contractor shall visually evaluate and note the condition of site improvements, and document findings. For grading and drainage, the Contractor shall observe the site systems for removal of storm water, and identify any that appear under-capacity or distressed. Also, contractor shall evaluate the site with respect to flood potential. Contractor shall review and document the condition of pavements, curb and gutter, sidewalks and plazas, retaining walls, fences, signs, landscaping and irrigation and present findings with photo logs.

### **Accessibility**

- a. Included Elements: Interior and exterior elements that could present external or internal barriers to accessibility by disabled persons.
- b. Detail: Contractor shall conduct a thorough site review to determine major barriers to access to and into the buildings, through the buildings, to restroom facilities, and to other service areas within the buildings. Contractor shall also review and document ADA compliance requirements per applicable building code for each different type of facilities.

### **Safety / Security**

- a. Included Elements: Facility is considered as a whole and is not limited to any specific element. From a security standpoint, contractor shall evaluate ability for installation of perimeter security fencing, sally port enclosures, security lighting, and perimeter security bollards.
- b. Detail: Contractor shall conduct a safety / security review to determine and document hazards and needed improvements in all areas of the building and surrounding site. Support findings with photo logs
- c. Thoroughly examine the adequacy of installed Fire Protection and Prevention systems and recommend necessary upgrades and or modernization. Identify if building is grandfathered or covered under current District of Columbia Building Codes.

### **Access Control**

- a. Included Elements: Doors and windows, including hardware and other components; window bars/grates, intrusion detection systems; and access control.

### **Hazardous Materials**

- a. Included Elements: Building components and stored materials suspected to contain hazardous materials e.g., asbestos, lead, petroleum products, etc.
- b. Detail: Contractor shall identify suspected hazardous materials for further study and analysis.

## **LEED Analysis**

- a. Included Elements: Analysis of basic building performance relative to achievement of LEED silver certification.
- b. Contractor is required to conduct study for design and installation of green roof systems to support Low Impact Development solutions. It will require thorough study of existing roof structure, subsurface components, drainage system and structural load limits.
- c. Detail: Contractor shall provide recommendations and associated costs for achieving and maintaining the District's goals with regard to LEED and the USGBC.

## **Report Format**

The submittals shall include the following sections:

i. **Table of Contents**

Include a table of contents that clearly shows the report sections and their page numbers as well as the sub-sections and their page numbers.

ii. **Executive Summary**

Provide a concise statement of the background and a general description of the facility and assessment of the overall facility condition, names and titles of all personnel involved in the preparation of the report, and names and titles of DGS and Facility Management personnel interviewed.

iii. **Introduction**

Include key issues to be addressed by the report and the strategy employed to achieve its objectives. Provide the basis for evaluation including DGS Facility Design Standards, IBC Codes, Americans with Disabilities Act, and other recognized building codes such as ASHRAE and the National Electric Code.

iv. **Systems Description, Evaluation, and Recommendations**

The report shall be organized with tabbed sections to facilitate zeroing in on a particular building system or component. As a minimum, separate tabbed sections shall be provided for the following building elements:

1. Site/Grounds and Approaches
2. Building Structure
3. Exterior Elevations
4. Roofs
5. Building Interiors
6. Mechanical (HVAC, Plumbing, and Fire Protection/Suppression)
7. Electrical (Power, Lighting, Telephone, Data)

8. Proposed Conveying Systems
9. Fire Alarm and Security Systems
10. Energy Conservation (This section shall include a discussion of building operations and recommendations to improve building efficiency through better operations methods.)

Each tabbed section shall include a thorough description of each building system or component including age, type of system, and manufacturer. Recommended work items with cost estimates shall be described in detail in each tabbed section and relate to the building system or component covered.

v. **Units of Measurement**

The information on areas, sizes, and volumes of this report shall be prepared using English measurements.

vi. **Proprietary Requirements**

All materials developed as a result of this effort, including software, shall become the property of DGS.

vii. **Appendices**

Provide supporting documentation that was used in the preparation of the study, and what is essential in depicting its context. Records and data on file in the DGS archive, utilized in the preparation of the report, may be incorporated by specific reference as cited.

## **Deliverables**

After the visit to each facility, the consultant/contractor shall submit three (3) copies of the draft FCA within five (5) business days or less to the Project Manager along with an electronic copy in MS Word or other agreed upon format according to the schedule outline in the Task Order. All comments from DGS shall be discussed and resolved. All agreed upon comments shall be included in a Final FCA Report which is prepared according to the T.O. schedule. The contractor shall review the Final Report to verify that the grading of systems is consistent. Identified discrepancies will be documented, discussed with the Project Manager and kept in the project records.

The final report will be in color for both electronic and hard copies. Electronic documentation will be developed using software agreed upon with the Project Manager or directed by the customer. The contractor will provide editable and printable documentation. The contractor shall provide the District with four (4) hard copies of the entire report. The contractor shall also provide the complete electronic versions via email, on CD, DVD, or other portable media device, which must include, all back up documents, studies, reports, CAD drawings w/x-ref, etc. that were used as a basis to prepare the study.

**Attachment F**

Existing Building Drawings

*Available for download at:*

<https://leftwichlaw.box.com/s/jfq4f0jpsf60s1pou08d>

**Attachment G**

Typical MPD Finish Specifications

*Available for download at:*

<https://leftwichlaw.box.com/s/nyeendos4eot05xjch1t>

## TYPICAL METROPOLITAN POLICE DEPARTMENT (MPD) FINISH SPECIFICATIONS

**Date:** 11/26/2012

**Project Number:**

Merritt Middle School

**Project Name:**

Renovation/Adaptation for MPD

**Project Address:**

5002 Hayes Street NE

**Project Manager:**

Pedro Astudillo

### General

The project A/E and General Contractor should review the specification information presented below in regards to typical MPD specified equipment and finishes. Because of the nature of their duties, Law Enforcement Facilities have higher standards of product life time expectations. With that in mind, some of the areas within a typical MPD facility have higher costs per square foot to build out. Below is a summary of the areas and product specifications that typically incur additional costs to complete that should be taken into consideration during the design and cost estimating process:

#### 1. Cell Block Areas –

- Cell Door Spec w/ Pass through (Habersham Metal Products Company – Vision Light FG with Center Pass through) (Attached through download)
- Detention Grade Locks – RR Brinks - Sliding Doors – 7030 Series Lock, Hinged Door – 7080 Series Lock.
- Dentition Area Flooring/Wall Finish – BASF Degaclad CF/CP series. (Attached through download)
- Sprinkler Heads – TYCO Institutional Grade – Raves Series TY3281. (Attached through download)
- Toilets - Acorn Engineering – Penal Ware 1485 Series – 15” Econo Lav Toliet
- Ceilings –
- Beds –

#### 2. Sally Ports Doors–

- Door Engineering Inc – Sally Port Entry/Exit Doors – FF600 Series (Attached through download)

3. Parking/Entry/Exit Points (Gated Entry/Force Protection measures)
  - Sliding Gate Entry Operators – Lift Master – Model SL 585 (Attached through download)
  - Overhead Gate Entry Operators – Cornel Iron Works, Inc – Rolling Grill Series. 300,000 Cycle Life Extreme™ (Attached through download)
4. Locker Room Lockers –
  - Space Saver/DSM – Min 24x24x72 – Vented Personal Duty Lockers (Attached through download)
5. Access Control and Security –
  - Access Control System – RS2 Technologies - Access It!® Software (Attached through download)
  - CCTV System – Dedicated Micros (Attached through download)
6. Weapons Storage Systems –
  - Universal Weapons Rack (Rifles) (Attached through download)
  - Pistol/Handgun (Small arms) (Attached through download)
7. Power Back Up (Back Up Generators)
  - When possible, gas fueled Generators preferred.
  - Generac
8. Telecom Closets –
  - DCNET
  - Structured Cabling Specifications (Attached through download)
9. Loading Docks/Vehicle Maintenance Shop/K-9 Flooring coating –
  - BASF Degaclad CF/CP series. (Attached through download)